



DHS MISSION:

To build strong families by connecting Tennesseans to employment, education and support services

DHS VISION:

To revolutionize the customer experience through innovation and a seamless network of services

DHS VALUES:

- High Performance
- Collaboration
- Continuous Improvement
- A Shared Vision
- Customer-Centered Solutions

Unique Benefits

- Pension
- 401K Match
- Family Tuition
- 12 holidays



Department of
Human Services

Legal Assistant to Deputy General Counsels

Job Location: 505 Deaderick Street, Nashville, TN 37243

ABOUT POSITION

The Tennessee Department of Human Services is currently seeking experienced candidates to provide leadership support to 2 Deputy General Counsels in the Office of General Counsel. This position will provide high-level administrative and legal support to the 2 Deputy General Counsels.

The Office of General Counsel provides legal advice to DHS programs, legal representation in judicial and administrative litigation affecting the department, prepares department rules, and prepares legislation for and analysis of legislation affecting the Department.

This position is not currently designated AWS - Alternative Workplace Solution.

RESPONSIBILITIES

- The Legal Assistant provides day to day office and legal support through many administrative & clerical duties for 2 Deputy General Counsels in the Office of General Counsel.
- Plans, coordinates, provides phone support and maintains 2 active calendars for the 2 Deputy General Counsels.
- The Legal Assistant provides smooth communication between the Office of General Counsel and internal departments; demonstrating leadership to maintain credibility, trust and support with senior management staff, program staff and direct reports.
- The Legal Assistant prioritizes conflicting needs; handles matters expeditiously, proactively, and follows-through on projects to successful completion, often with deadline pressures.
- The Legal Assistant must have the ability to work independently on projects from conception to completion and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.
- The Legal Assistant must be a very strong written communicator, often writing letters, emails, and reports on behalf of the 2 Deputy General Counsels. This includes drafting and proofing legal documents, conducting legal research and summarizing findings of case law, statutes and regulations.

QUALIFICATIONS

- Education equivalent to graduation from an accredited college, university, or professional school with one of the following: (1) an Associate's Degree in Paralegal or Legal Assistant studies; (2) a Bachelor's Degree in Paralegal or Legal Assistant studies; (3) Paralegal Certificate; or (4) one year (28 semester hours) of graduate level law school.
- Two years of experience in legal environment, including some of the following responsibilities: conducting legal research, interpreting policies and rules, drafting legal documents and pleadings and providing support to attorneys.
- Adherence to the ethical requirements of a law office, particularly confidentiality.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability preferred.
- Possess a working knowledge of all programs administered by the Department of Human Services preferred.

Competencies

- Organizational Agility
- Customer Focused
- Professional verbal and written communication
- Time Management & priority setting
- Learning on the fly

For Information regarding State of Tennessee benefits please [click here](#).

How to apply:

- Please submit resume and cover letter outlining your related experience to talent.management.dhs@tn.gov by January 28, 2020. All email submissions must include in the subject line: OGC Legal Assistant
- Salary Range: \$36, 900 - \$51, 660. Salary will be directly related to the successful candidate's experience, knowledge, skills and abilities and will determine the actual salary offer.

Applicants may be subject to background check. Any position could ultimately be designated as work from home, mobile work or free address (i.e. Employees work in office and can choose from various space options based on need for a given day such as private meeting rooms, conference rooms, collaborative spaces and enclaves for individual work assignments.)

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.